



Community Reinvestment Area (CRA) Program **PRE-Application**

Application Fee of \$250.00 is due upon submittal of this application.

1. _____
Address of Subject Property
2. _____
Parcel Number / City Lot Number
3. _____
Name of Enterprise (if not a dwelling)
4. _____
Name of Property Owner
5. _____
Property Owner Address (if different than address of Subject Property)
6. _____
Telephone Number / Email
7. Mark the Community Reinvestment Area the investment is being made:
_____ CRA#1 _____ CRA#2
8. Does the applicant have any outstanding real estate tax delinquencies?
_____ YES _____ NO
9. Does this project involve a structure of historical or architectural significance?
_____ YES _____ NO
10. Year when original structure was built: _____
11. Exemption sought for:
_____ a) Remodeling 1 or 2 family dwelling (minimum investment \$2,500)
_____ b) Remodeling 3 or more residential units (minimum investment \$5,000)
_____ c) Remodeling commercial / industrial structure (minimum investment \$5,000)
_____ d) New Construction: _____ sq. ft. (circle one: residential / commercial / industrial)
12. Date of project commencement: _____
13. Estimated date of completion: _____
14. What is the ESTIMATED remodeling / new construction investment? \$ _____
15. Brief Description of Work: _____

Signature of Property Owner / Agent

Date of Application

A **Post CRA Application** will be required to be submitted when the project is completed. This application can be obtained on the City of Troy's website: <https://www.troyohio.gov/133/Community-Reinvestment-Area-Program> or picked up from Troy City Hall Development Department on the first floor located at 100 S. Market Street. At that time, the following information will be required to be submitted to the City of Troy's Development Department.

- i. Project description including reason requesting tax incentive
- ii. Copy of the Miami County Development Certificate of Occupancy (if applicable) and Building Permit
- iii. Copy of Troy Zoning Permit (if applicable)
- iv. Copy of documentation showing the cost of improvements
 - a. Spreadsheet of expense summary
 - b. Evidence of expenses (contracts, invoices, cancelled checks, etc.)
(Note: Labor completed by the property owner cannot be included into the project costs)
 - c. Notarized Certification of Improvements

The period of exemption starts in the tax year following the completion year after it is certified to the County Auditor. The deadline to submit the Post CRA Application with all the required supporting documentation to the Troy Development Department is **September 1st each year** for exemption to begin in January; otherwise, the tax exemption will begin in July of the following year.

Applications can be mailed to:

Tim Davis, Development Director / CRA Housing Officer
Development Department
100 S. Market St
Troy, OH 45373
Or emailed to tim.davis@troyohio.gov